

B. Com. (Part-I) Examination, 2016**(Optional-A) Sixth Paper****(Introduction to Computer Application)**

Note :- Answer five question in all. Short answer type Question No. 1 carrying 20 marks is compulsory. Answer one question carrying 15 marks from each Unit.

1. Write short notes on the following : 2×10=20

- (a) Distinguish between data and information.
- (b) Distinguish between RAM and ROM.
- (c) Write the relationship between bite and byte and KB and MB.
- (d) Explain the difference between formula and function for a spreadsheet.
- (e) Highlight the radix or base of binary, octal, hexadecimal and decimal numbers system.
- (f) Distinguish between cut & paste, copy & paste, print preview & print, save and save as.
- (g) Write down the difference between worksheet and workbook.
- (h) Define database and database management system (DBMS).
- (i) Distinguish between LAN, MAN and WAN.
- (j) Differentiate between DOS and Window.

Unit-I

2. Draw a sketch diagram of a computer and discuss various functions of its various units. Or
3. Discuss various generations of computer. Explain various memories used in a computer system.

Unit-II

4. Write down the basic concept of spreadsheet. Discuss various functions used in Excel in detail with their syntax and application. Or
5. What do you understand by relative, absolute and mixed referencing in Excel? Highlight various charts types which are prepared by Excel.

Unit-III

6. Write down the relevance of database management system (DBMS) and its application in business system. Or
7. Explain the following terms in DBMS :
 - (a) Master files
 - (b) Transaction files

- (c) Data Redundancy
- (d) Data integrity
- (e) Data Independence
- (f) Data Definition Language (DDL)
- (g) Data Manipulation Language (DML)

Unit-IV

- 8. What is Word Processing? Explain main features of MS-WORD. Discuss mail merge wizard provided by MS-WORD in detail. Or
- 9. Explain data communication and networks. Define protocols and write down the concepts of network, bus, ring and star topologies.